

## Europass Curriculum Vitae



### Personal information

**First name(s) / Surname(s)** **FLORIE BAJOKU**  
**Address(es)** Hyzri Talla 15/25-1, Prishtina, Kosova.  
**Telephone(s)** **Mobile:** +38344/166 678  
**E-mail** [floriebajoku@gmail.com](mailto:floriebajoku@gmail.com) , [florie@mutefondation.com](mailto:florie@mutefondation.com)  
**Nationality** Kosovo Albanian  
**Date of birth** 22.07.1972  
**Gender** Female

### Desired employment / Occupational field

**Actress, Managing Art**

### Work experience

<p><b>Dates</b></p> <p><b>Occupation or position held</b></p>	<p>2016 – 2020</p> <p><b>Establishing e project by MUTE:</b> “from me/to you, a box of love”-on a voluntary basis, MUTE Theater- “Ella dhe Shega”, Forum I-st: Promoting and developing empathy in children and The influence and manifestation of art-theatre on children and their social effects.</p>
<p><b>Main activities and responsibilities</b></p>	<p>For four years with our volunteer job we’ve been able to collect more than 24 000 boxes for Christmas and New Year for marginalized children and those living in a rural areas. In a project “from me/to you, a box of love” took part directly more than 44 000 of children, age 4-11.</p> <p>This project is still ongoing!</p>
<p><b>Dates</b></p>	<p>2014 – 2016</p> <p>Writing numerous of songs for children, and Drama.</p>
<p><b>Dates</b></p> <p><b>Occupation or position held</b></p>	<p>01.01.2012 - 01.01.2014</p> <p><b>IMPLEMENTER of ESMA by MUTE , Executive Manager of the European Summer Music Academy project (ESMA 2013)</b></p>
<p><b>Main activities and responsibilities</b></p>	<p>Taking part in meetings with partners, selecting staff, logistics, marketing strategies, fundraising, contracting international and local participants (professors &amp; students), and accommodation. Drafting reports, remuneration management, assuring facilities, preparation of lists of students applying online, hosting opening &amp; closing ceremonies, responsibilities for project implementation.</p>
<p><b>Name and address of employer</b></p> <p><b>Type of business or sector</b></p>	<p>NGO MUTE Fondation, President Florie Bajoku, Prishtine, Bajram Kelmendi H-1, 111</p> <p>Non-governmental organisation</p>
<p><b>Dates</b></p> <p><b>Occupation or position held</b></p>	<p>10 July 2011 - 14 July 2012</p> <p><b>Executive Manager of the European Summer Music Academy project (ESMA 2012)</b></p>

Main activities and responsibilities	Fundraising, ensuring facilities, taking part in meetings, marketing strategies & promotional materials, organization of staff hosts and volunteers, hosting the opening and closing ceremonies, monitoring the activities of ESMA implementation.
Name and address of employer	Sihana Badivuku Prishtine – NGO ARS Kosova
Type of business or sector	Non-governmental organisation
Dates	20 March 2004 until 30 July 2010
Occupation or position held	<b>Manager (2004 -2006), Executive Manager (2006 – 2007) and Artistic Director (2007 – 2010) of the International Theatre Festival (ITF)</b>
Main activities and responsibilities	Selecting theatre performance abroad, contracting international and local theaters, assuring accommodation, customs ( trucks with scenography items), travelling abroad for selecting performances, hosting international theatres seeing theatre in Kosovo, managing and contracting local staff, hosting the opening and closing ceremonies, meetings with representatives of institutions, participation in the festival jury (membership) and other tasks.
Name and address of employer	Teki Dervishi Prishtine
Type of business or sector	International Theatre Festival ITF
Dates	22 July 2008 - August 2011
Occupation or position held	<b>Actress, Representative of National Theatre of Kosovo</b>
Main activities and responsibilities	Taking part in meeting with representatives of relevant Theatres, signing contract, promoting and representing theatre from Kosovo and acting.
Name and address of employer	Janusz Wisniewski – Theatre Director, Theatre Nowy, Poznan, Poland
Type of business or sector	European Theatre Convention (ETC) – Members –World Premiere
Dates	17 June 2006 – September 2009
Occupation or position held	<b>Authorized representative of the National Theatre of Kosovo</b>
Main activities and responsibilities	Taking part in meeting of ETC in Wiesbaden - Germany and convincing the board of ETC to accept National Theatre of Kosovo as a full membership with the right to vote.
Name and address of employer	National Theatre of Kosovo, Teki Dervishi, Mother Theresa 21
Type of business or sector	Becoming a full member of the European Theatre Convention
Dates	01 April 2003 – March 2008
Occupation or position held	<b>Actress</b>
Main activities and responsibilities	Acting, assistant director.
Name and address of employer	National Theatre of Kosovo, Teki Dervishi, Mother Theresa 21
Type of business or sector	Acting in theatre performances:
Dates	20 March 2007 until 29 May 2007
Occupation or position held	<b>Actress</b>
Main activities and responsibilities	Acting
Name and address of employer	Albanian Theatre of Skopje
Type of business or sector	Acting in Theatre performance

Dates 15 September 1999 – 1 August 2003  
Occupation or position held **Interpreter**

Main activities and responsibilities Interpreting and translating from Albanian to English, Serbian to English

Name and address of employer RS SDG – British KFOR (Royal Scots Dragoon Guards regiment)

Type of business or sector British KFOR

Dates 1994 - 1999  
Occupation or position held **Actress**

Main activities and responsibilities Acting

Name and address of employer Dodona Theatre

Type of business or sector Playing theatre performance

Dates 1998 - 1999  
Occupation or position held **Teacher at the workshop on acting for youth**

Main activities and responsibilities Teaching, acting

Name and address of employer Open Society - SOROS

Type of business or sector Directing performance of children

### Education and training

Dates 1991 – 1993  
Title of qualification awarded Equivalent of a bachelor degree (Acting)  
Principal subjects/occupational skills covered Drama  
Name and type of organisation providing education and training Faculty of Arts  
University Of Prishtina  
Level in national or international classification Final leaving state examination – diploma (9.6 marks out of 10)

### Personal skills and competences

Mother tongue(s) **Albanian**

Other language(s) **English and Serbian**

Self-assessment  
1 to 5: 1 – *Fluent*, 2 – *Advanced*, 3 – *Intermediary*, 4 – *Elementary*, 5 – *Basic*

**English**

**Serbian**

Understanding		Speaking		Writing
Listening	Reading	Spoken interaction	Spoken production	
2	2	2	2	2
2	2	3	3	1

Social skills and competences	Communicative interpersonal skills, representative
Organisational skills and competences	Organizing events and handling activities.
Computer skills and competences	Computer Microsoft Office, Word, Excel
Artistic skills and competences	Writing
Driving licence	Category B
<b>Additional information</b>	I have a long-term experience with international and local community in the field of culture (notably theatre) and in managing arts.